

Chapter 2:

SEP State Plan Grant Application and Master File

**Table 2. SEP State Plan Grant Application and
Master File At-A-Glance (2-1)**

Special Projects (2-3)

Grant Application (2-4)

**Table 3. SEP Function and Activity
Descriptions—Examples (2-8)**

Master File (2-11)

Table 2. SEP State Plan Grant Application and Master File At-A-Glance

States must submit all components of its State Plan including an annual Grant Application and Master File to acquire Federal financial assistance for their energy programs. The annual Grant Application serves as a State's request for formula grant funding and defines how the State will use the allocated funds. The Master File describes the State's energy efficiency goals and the activities planned to achieve those goals.

State Plan Components	Required Form(s)	Purpose
Grant Application	Standard Form 424	Filed annually, the Grant Application serves as a request for formula grant funding for a given PY.
Budget Information	DOE F 4600.4	Provides a description of the budget for total funds for which the State applied.
Budget Explanation Page	GO-PF20A	Budget Explanation Page for DOE F 4600.4 - provides a detailed explanation of cost categories listed in Section B.
Master File	State Plan/Master File Worksheet	Describes the States energy efficiency goals and how the State intends to achieve those goals, how the goals will be measured, and the State's strategy. The Master File is submitted with the Grant Application at the program's start and amended annually as needed.
Mandatory Activities	"	Shows how the minimum criteria for mandatory activities will be met: <ul style="list-style-type: none">• Lighting efficiency standards for public buildings• Activities that promote the use of car pools, van pools, and public transportation• Standards and policies affecting procurement practices• Thermal efficiency standards for new and renovated buildings• Traffic laws that permit right turns on red lights after stopping and left turns from a one-way to a one-way street• Procedures for ensuring effective coordination of programs within the State.

State Plan Components	Required Form(s)	Purpose
SEP Narrative	SEP Narrative Activity Information Worksheet	<p>Captures more information on what the State will achieve during its PY and provides a description of appropriate optional activities which include:</p> <ul style="list-style-type: none"> • Public education to promote energy efficiency, renewable energy, and alternative transportation fuels • Activities to increase transportation energy efficiency, including programs to accelerate the use of alternative transportation fuels • Activities for financing energy efficiency and renewable energy measures • Activities that promote and implement energy audits • Activities that promote the adoption of integrated energy plans • Activities that promote energy efficiency in residential housing. • Activities that identify unfair or deceptive acts or practices that relate to implementation of energy efficiency and renewable energy measures • Activities that modify patterns of energy consumption to reduce peak demands for energy and improve the efficiency of energy supply systems • Activities that promote energy efficiency as an integral component of economic development planning • Activities that provide training and education for building designers and contractors • Activities that develop building retrofit standards and regulations • Activities that provide support for prefeasibility and feasibility studies for projects that utilize renewable energy and energy efficiency resource technologies • Activities that facilitate and encourage the voluntary use of renewable energy technologies • Activities that implement the Energy Technology Commercialization Services Program.
Assurances and Certifications	DOE F1600.5 FA-CERTS GO-PF19 SF-LLL	<ul style="list-style-type: none"> • Nondiscrimination in Federally Assisted Programs • Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirements • Financial Assistance Pre-Award Information Sheet • Disclosure of Lobbying Activities.

Chapter 2:

SEP State Plan Grant Application and Master File

States must submit an annual Grant Application and a Master File to receive Federal financial assistance for State energy conservation programs. The minimum requirements for the Grant Application and Master File, established by the SEP program's final rule in 1997 (10 CFR part 420), establish a uniform application and reporting format for all States and RSOs while allowing States to remain flexible in their programmatic content. Applications and reporting forms may be submitted by the States and the RSOs through WinSAGA, the computerized Systems Approach to Grants Administration for Windows.

The annual Grant Application, as defined in the regulations, is to be used by State agencies applying for grants for SEP. The annual Grant Application is the component of the State Plan that serves as a State's request for formula grant funding and defines how the State will use allocated funds for the current fiscal year (FY). The application must include a list of mandatory and optional activities and budgetary information on the activities to be undertaken together with program implementation information.

A State's Master File consists (at a minimum) of the State's energy efficiency goals and the required (often called "mandatory") activities the State intends to undertake to achieve those goals. If the State plans to change any of the items listed in the Master File, the State will be required to submit an amendment to the Master File.

Special Projects

*See Special Project Funds on
page 1-8*

The funding for SEP Special Projects is issued as separate grants, therefore, it is not included as part of the formula application budget. Although SEP Special Projects are not reported as part of the SEP process, they must be reported separately, according to the specific requirements in the grant issued for the project.

Grant Application

For a copy of SEP application and reporting forms, see Appendix C

The SEP Grant Application consists of the following forms:

- Standard Form 424—Application for Federal Assistance.
- DOE F 4600.4—Federal Assistance Budget Information.
- GO-PF20a—Budget Explanation Page for Form DOE F 4600.4.
- SEP Narrative Activity Information Worksheet.
- DOE F 1600.5—Assurance of Compliance Nondiscrimination in Federally Assisted Programs.
- FA-CERTS—Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- GO-PF19—Financial Assistance Pre-Award Information Sheet.
- SF-LLL—Disclosure of Lobbying Activities.
- State Plan/Master File Worksheet.

Standard Form 424

Standard Form 424 (SF 424) is the Application for Federal Assistance. A completed and signed SF 424 is required of each agency applying for a grant from DOE's SEP. Instructions for completing SF 424 are on the back of the form included in Appendix C.

DOE F 4600.4—Federal Assistance Budget Information

Applications must include the budget for total funds applied for using the DOE F 4600.4 form contained in Appendix C. Detailed instructions for completion of the form are located on the back of the form. The form consists of two sections:

Section A—Budget Summary

Section A—Budget Summary lists new and carryover or "Unobligated" funds included in the grant budget by source. A separate row should be used for each funding source: DOE, State, PVE by name, and the estimated program income. Each State shall provide cash, in-kind contributions, or both for SEP activities in an amount totaling not less than 20% of the financial assistance allocated to the State. If Stripper Well funds are used as part of the State's matching funds, those funds should be listed as "Stripper Match." The Section A total must equal the Section B total.

Section B—Budget Categories

Section B—Budget Categories provides information on costs by object class category (e.g., Personnel, Travel, Equipment). Use one column for the SEP formula grant (all funding sources, including match). If the budget includes carryover funds for special projects that were awarded prior to 1998, use one column for each special project.

GO-PF20a—Budget Explanation Page for Form DOE F 4600.4

The GO-PF20a Form (Budget Explanation Page for Form DOE F 4600.4) provides detailed data to support each cost category listed in Section B— Budget Categories. The GO-PF20A Form is included in Appendix C.

SEP Narrative

See 10 CFR 420.15, Minimum criteria for required program activities for plans and 10 CFR 420.17, Optional elements of State Energy Program plans in Appendix B

The SEP narrative is designed to capture more information on what the State will achieve during its program year. The Activity Information Work Sheet in Appendix C should be used to capture the information required for the SEP narrative. The work sheet should include a description of mandatory and optional activities. One sheet should be filled out for each activity.

Mandatory activities are activities required by legislation for which a State requests funding or may be activities implemented without DOE funding or outside SEP but that meet mandatory program requirements (see Mandatory Activities, page 2-11).

Optional activities are other appropriate activities or programs that may be included in the State Plan. These activities may include but are not limited to:

- Program activities of public education to promote energy efficiency, renewable energy, and alternative transportation fuels.
- Program activities to increase transportation energy efficiency, including programs to accelerate the use of alternative transportation fuels for government vehicles, fleet vehicles, taxis, mass transit, and privately owned vehicles.
- Program activities for financing energy efficiency measures and renewable energy measures (see page B-14).
- Program activities for encouraging and for carrying out energy audits with respect to buildings and industrial facilities (including industrial processes) within the State.
- Program activities to promote the adoption of integrated energy plans (see page B-14).
- Program activities to promote energy efficiency in residential housing (see page B-14).
- Program activities to identify unfair or deceptive acts or practices which relate to the implementation of energy efficiency measures and renewable energy measures and to educate consumers concerning such acts or practices.
- Program activities to modify patterns of energy consumption so as to reduce peak demands for energy and improve the efficiency of energy supply systems, including electricity supply systems.
- Program activities to promote energy efficiency as an integral component of economic development planning conducted by State, local, or other governmental entities or by energy utilities.
- Program activities (enlisting appropriate trade and professional organizations in the development and financing of such programs) to provide training and education (including, if appropriate, training workshops, practice manuals, and testing for each area of energy efficiency technology) to building designers and contractors involved in building design and construction or in the sale, installation, and maintenance of energy systems and equipment to promote building energy efficiency.

- Program activities for the development of building retrofit standards and regulations, including retrofit ordinances enforced at the time of the sale of a building.
- Program activities to provide support for prefeasibility and feasibility studies for projects that utilize renewable energy and energy efficiency resource technologies in order to facilitate access to capital and credit for such projects.
- Program activities to facilitate and encourage the voluntary use of renewable energy technologies for eligible participants in Federal agency programs, including the Rural Electrification Administration and the Farmers Home Administration.
- Program Activities to implement the Energy Technology Commercialization Services Program that are in accordance with 420.17 (b).
- Program activities that promote or implement energy-related pollution prevention and/or reduction.

Pollution prevention means processes and activities that emphasize a pro-active approach to stopping environmental pollution before it is created. It relies less on traditional "end-of-pipe" management of environmental and energy problems and more on source reduction. Source reduction reduces or eliminates the creation of pollutants through more efficient use of raw materials, energy, and resources. Energy efficiency is a logical component of most pollution prevention programs.

For each program year, the State should include an Activity Information Work Sheet for all active Special Projects and all Special Projects awarded prior to FY 1998 that are still active. The forms should be completed with the following information. As of Program Year (PY) 1998, if an activity has not changed from the previous year, States will only have to submit the budget and listing of milestones.

Function

Functions are broad end-use sector categories that encompass many different activities. Beginning in PY 1998, SEP will utilize a standardized list of functions (see SEP Function and Activity Descriptions examples on pages 2-8 and 2-9). Identified standardized functions include Administration, General Education, Transportation, Buildings, Industrial, and Utilities.

State

Self explanatory.

Program Year

Federal fiscal year of allocation/obligation.

Activity Category

Activities (previously called projects or activities) are specific tasks carried out under each function (see examples on pages 2-8 and 2-9).

Activity Number

A unique number assigned to the activity.

Activity Title

Provide name given to the specific activity.

Activity Period

Beginning and ending dates of the activity. The activity period might be longer or shorter than the program year.

Target Audience

See examples in column 5 of Table 3 on pages 2-8 and 2-9.

Implementation Strategy(ies)

See examples in column 4 of Table 3 on pages 2-8 and 2-9.

Anticipated Annual Energy Savings

An estimate of the energy to be saved by implementation of the activity should be provided in this section wherever practicable. States are encouraged to provide meaningful data and realistic numbers for direct and indirect energy savings to assist DOE in developing national budget justifications.

Method Used to Calculate Energy Savings

If the methodology is publicly available, please cite. Otherwise, describe how energy savings are calculated for this activity and sources of information used in the calculations.

Description (include goals and objectives)

A concise description of the activity, including goals and objectives, with enough specificity to allow DOE to determine that it meets program intent and includes no prohibited activities.

Program Year Milestones

A list of milestones and the number planned to be completed, if applicable, should be provided in this section. *Example: Complete energy audits for public-sector clients. Number planned: 30.*

PY Budget

In this section, provide a list of funding sources and the dollar amount for each source for the grant budget and leveraged fund categories. DOE requests an estimate of anticipated leveraged funds for each function to assist in assessing and justifying SEP's impact.

Assurances and Certifications

Applicants should sign and attach the following assurances and certifications to the Grant Application:

- Nondiscrimination in Federally Assisted Programs, DOE F 1600.5 (Revised 6-94).
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, FA-CERTS (Revised 3-97).

Table 3. SEP Function and Activity Descriptions—Examples

FUNCTIONS	ACTIVITIES	DESCRIPTIONS	IMPLEMENTATION STRATEGIES	TARGET AUDIENCE
Administration	Program Support	The overall administration of the SEP program activities. This includes internal and external activities performed by State Energy Office personnel.	Administrative Support Audit Certification Codes and Standards Commuter Services Curriculum/Training Materials Demonstrations Financing Grants Hotline Incentives Information Centers Installation of ECM's (energy conservation measures) Issued Legislative Action Legislative Leveraging Literature Loan Programs Marketing Media Meetings Newsletters/Articles Others Public Information Rebates Recycling Revolving Loans Ridesharing Technical Assistance Technology Transfer Training Web Site Workshops, Seminars	Appraisers Architects Automobile Operators Builders Building Operators Building Owners - All Types Building Owners - Commercial Building Owners - Industrial Building Owners - Residential Buildings - Hospitals Buildings - Schools Contractors Designers DOE Engineers Equipment Dealers Farmers/Ranchers Financial Institutions Fleet Operators Fuel Distributors General Public Government - City Government - County Government - Federal Government - Local Government - State Home Buyers Industry Irrigators K-12 - All Types K-12 Administrators K-12 Students K-12 Teachers Managers Native Americans Operators Others Partners (this applies to Rebuild America) Post Secondary Schools Senior Citizens Universities Utilities
	Procurement (Mandatory)			
	Emergency Planning/Implementation			
General Education	Curriculum Development	Provides K-12 students and teachers information and activities about Energy Efficiency and Renewable Energy concepts, applications, and science studies.		
	Public Information			
Transportation	Ridesharing/Vanpooling	Coordinates trip reductions and consolidation programs that reduces the number of vehicles operating during peak traffic time frames. Includes public transportation, bike lanes, and HOV lanes.		
	Telecommuting			
	Alternative Fuels	Promotes the use and implementation of alternative fueled vehicles for state and local governments and fleet operators, and the development of infrastructure to support alternative fuels.		
	Clean Cities			
	Right Turn on Red (Mandatory)			
	Airport maintenance/improvement			
	Bikepaths/walking trails			
	Traffic Control			

FUNCTIONS	ACTIVITIES	DESCRIPTIONS	IMPLEMENTATION STRATEGIES	TARGET AUDIENCE
	Cogeneration	Incorporate the use of cogeneration technology as an alternative to current energy technology.		
	Photovoltaics			
	Energy Use Profiles and Models			
	Energy Emergency Planning			
	Utility Restructuring			
	Process Improvement			

- GO-PF19, Financial Assistance Pre-Award Information Sheet
- Standard Form—LLL, Disclosure of Lobbying Activities.

The above forms are included in Appendix C. For a copy of the most current forms, visit the Golden Field Office (GFO) Web Site at www.eren.doe.gov/golden/go.html

Master File

See Appendix B for State Energy Program regulations 10 CFR 420

The Master File is the component of the State Plan that describes a State’s energy efficiency goals and how a State intends to achieve those goals. States must include: (1) the required (“mandatory”) activities specified under Section 420.15 of the program rule, (2) how those activities have been or are being implemented, and (3) how they are being or will be maintained.

The Master File contains information that generally does not change from year to year (e.g., description of State energy goals to be achieved, how the attainment of goals will be measured). States using WinSAGA will not be required to resubmit the information in the Master File each year. DOE will assume that there has been no change to these items, and will carry them over from year to year in the Master File on-line, unless the State specifies there has been a change. On occasion, a State may change its approach to meet the mandatory requirements (e.g., meeting the 10% improvement in energy efficiency) and would then amend the Master File. If a State is not on WinSAGA, the information from the Master File can be copied from the previous year and included as part of the State Plan if there are no changes. If there are changes, new information pages must be completed and submitted with the Master File. The RSO is required to input the updated information into WinSAGA.

Applicants should address each of the following requirements of the SEP final rule in the Master File. Applicable rule sections are noted in parentheses. A State Plan/Master File Work Sheet is included in Appendix C.

Description of State Energy Goals to be Achieved

See 10 CFR 420.13(b)(2) in Appendix B

The Master File begins with an overall description of the energy efficiency, renewable energy, and alternative transportation fuel goals to be achieved through implementation of the SEP.

Selection of State Goals

Wherever practicable, applicants should describe why the State goals were selected.

Measuring Achievements

Wherever practicable, this section should describe how the attainment of goals will be measured by the State.

State Strategy

Wherever practicable, this section should generally describe how the program activities included in the State's Master File represent a strategy to achieve the goals outlined in the Master File.

10% Improvement in Energy Efficiency by 2000

Applicants should provide a goal, consisting of an improvement of 10% or more in the efficiency of the use of energy in the State by the year 2000, as compared to the 1990 calendar year. Interim goals may also be included wherever practicable.

Mandatory Activities

*See 10 CFR 420.15 in
Appendix B*

In this section, applicants should address how the minimum criteria for the required program activities have been implemented and are being maintained. If there are mandatory activities being funded in the program year, these activities should also be addressed in the SEP narrative (see page 2-5). A plan shall include and satisfy all of the following minimum criteria for required program activities.

- Mandatory lighting efficiency standards for State buildings. (For new buildings these standards must be no less stringent than the provisions of American Society of Heating, Refrigeration, and Air-Conditioning Engineers [ASHRAE]/Illuminating Engineering Society of North America [IESNA] 90.1-1989).
- Program activities to promote the availability and use of car pools, van pools, and public transportation.
- Mandatory standards and policies affecting the procurement practices of the State and its political subdivisions to improve energy efficiency.
- Mandatory thermal efficiency standards for new and renovated State and local buildings. (For new commercial and multifamily high-rise buildings, these standards must be no less stringent than provisions of Sections 7-12 of ASHRAE/IESNA 90.1-1989. For new single-family and multifamily low-rise residential buildings, these standards must be no less stringent than the Model Energy Code, 1993.
- A traffic law or regulation that permits the operator of a motor vehicle to make a right turn at a red traffic light after stopping and a left turn from a one-way street to a one-way street after stopping.
- Procedures must exist for ensuring effective coordination among various local, State, and Federal energy efficiency, renewable energy, and alternative transportation fuel programs within the State, including any program administered within DOE's Office of Building Technology, State and Community Programs, and the U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program.

Environmental Impact

*See 10 CFR 420.13(5) in
Appendix B*

If any of the activities being undertaken by the State in its Plan have environmental impacts, a detailed description of the increase or decrease in environmental residuals expected from implementation of the Plan should be described in this section. The impacts should be defined insofar as possible through the use of information to be provided by DOE and an indication of how these environmental factors were considered in the selection of program activities.

Supplementing Weatherization

If a State undertakes program activities involving purchase or installation of materials or equipment for weatherization of low-income housing, an explanation of how these activities would supplement and not supplant DOE's Low-Income Weatherization Assistance Program should be included in this section.

Supplementing State/Local Funds

*See 10 CFR 420.13(7) in
Appendix B*

This section of the Master File should provide a reasonable assurance to DOE that the State has established policies and procedures designed to ensure that Federal financial assistance for the State Plan will be used to supplement, and not to supplant, State and local funds, and to the extent practicable, to increase the amount of such funds that otherwise would be available in the absence of such Federal financial assistance for the activities set forth in the State Plan/Master File.

Compliance with Laws and Regulations

This section should include an assurance that the State shall comply with all applicable statutes and regulations in effect with respect to the period for which the State receives grant funding.

Energy Emergency Plan

Applicants should provide a statement that an energy emergency plan for an energy supply disruption exists including the date of the plan. This plan should be designed by the State, consistent with applicable Federal and State laws, including an implementation strategy or strategies (including regional coordination) to deal with energy emergencies.

Monitoring Approach

This section of the Master File should describe how the State conducts the administrative and programmatic oversight activities for programs implemented by other agencies within the State, contractors employed by the State, or subrecipients of financial assistance from the State. (Note: States should check with their RSOs for the most current monitoring guidance.)